Preparing to Administer Unit Dose Medications

The instructions listed in this section describe how to change the Virtual Due List Parameters (Start and Stop Date/Time) and Schedule Types on the patient's VDL, along with the process for scanning the patient's active Unit Dose medications.

Viewing a Patient's Active Unit Dose Medications

The "view" or active window shown below, displays the *first* time that you open BCMA and display medications under the Unit Dose Medication Tab.

Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and the following Schedule Types are already selected: Continuous, One-Time, and On-Call. The PRN Schedule Type selection is based on the GUI BCMA Site Parameters entry for "Include Schedule Types." This occurs even if you change the Schedule Types or Medication Tab during an administration session.
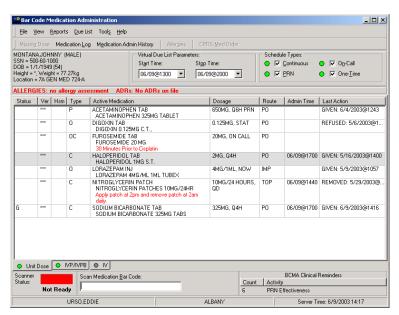
Note: The Unit Dose Medication Tab provides an "alert light" which turns GREEN *only* when the patient has active medication orders associated to them. When you click a "lit" Tab, BCMA displays the patient's active medication orders on the VDL — for the selected timeframe only. This safeguard is provided, along with the Missed Medications Report, to ensure that all Unit Dose medications that are due are given to the patient in the correct dosage and on time.

TIP:

Each time you open a patient record, BCMA defaults to the Unit Dose Medication Tab and displays medication orders under this Tab.

Example: BCMA VDL for Active Unit Dose Medications

Administering a Patient's Unit Dose Medications

Preparing to Administer Unit Dose Medications (cont.)

_____

TIP:

The Start and Stop Time Parameters are set to the "Default Times from NOW" settings in the GUI BCMA Site Parameters application.

_____

_____

TIP:

You can expand (or restrict) the number of active Unit Dose medications, that display on the VDL, by changing the default Start and Stop Times in the Virtual Due List Parameters area.

_____

Changing the Virtual Due List Parameters

The Virtual Due List Parameters is the functional timeframe during which you can administer medications to a patient before or after the scheduled administration time. For many medical centers, this timeframe is defined as two hours.

Once you use BCMA, these Parameters become your default settings. For example, when you change the default settings for certain fields (i.e., Start and Stop Times, and Column Sort Selection) on the VDL, these settings are retained in your user parameters and become the default settings each time you log on to BCMA. You can reset these user-selected parameters to site-defined parameters using the *Reset User Parameters* [PSB USER PARAM RESET] option in CHUI BCMA.
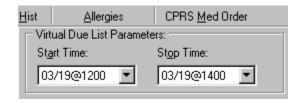
Note: The VDL Start and Stop Times display in one-hour increments, from the top of the nearest hour. For example, 1:15 displays as 1:00 and 1:45 displays as 2:00. You can expand the time range 12 hours before and 12 hours after NOW.

To Change the Virtual Due List Parameters:

1 In the patient's VDL, select the Start and Stop Times in the Virtual Due List Parameters area. The VDL automatically refreshes and displays active medications for the newly selected administration window.

Keyboard Only Users: Press **TAB** to access the Virtual Due List Parameters area and to move among the Time fields.

Example: Virtual Due List Parameters Area on VDL

2 Now you are ready to select the Schedule Types of Unit Dose medications that you want to display on the VDL.

Administering a Patient's Unit Dose Medications

Preparing to Administer Unit Dose Medications (cont.)

Changing Schedule Types on the VDL

You are now ready to select the Schedule Types of the active Unit Dose medications that you want to display on the VDL. You can choose all Schedule Types available, or just specific ones.

The abbreviation for each Schedule Type is listed as follows in the Type column of the VDL:

- C (for Continuous)
- P (for PRN)
- OC (for On-Call)
- O (for One-Time)

Note: Each time that you open a VDL (i.e., patient record), BCMA defaults to the Unit Dose Medication Tab and all four Schedule Types already selected. This occurs even if you change the Schedule Types or Medication Tab during an administration session.

To Select Schedule Types That Display on the VDL:

1   In the Schedule Types area of the VDL, select the check boxes that apply to the types of medication orders that you want to display on the VDL for this patient. You may select all of the check boxes or just specific ones.

- **If a checkbox is selected for a Schedule Type that you do *not* want displayed,** click on it to deselect it.

Note: You can automatically display PRN medication orders when the VDL is first opened by selecting the PRN check box in the "Include Schedule Types" area of the GUI BCMA Site Parameters application.

Keyboard Only Users: Press **TAB** to access the Schedule Types area and the **ARROW** keys to move among the Schedule Types. Use the **Spacebar** to select (check) a Schedule Type.

TIP:

A **GREEN** "alert light" indicates that a medication order exists for the Schedule Type selected within the respective start/stop date and time, and a **GRAY** "alert light" indicates that a medication order does *not* exist.

Example: Schedule Types Area of VDL

2   Now you are ready to scan the patient's active Unit Dose medications.

Administering a Patient's Unit Dose Medications

Scanning and Verifying Medication Information

Now you are ready to scan (and verify) the patient's active Unit Dose medications and to officially begin the medication administration process.
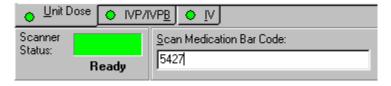
To Scan and Verify Medication Information:

1 At the patient's VDL, scan the bar code on the patient's medication. BCMA briefly displays the medication Drug IEN Code in the Scan Medication Bar Code field. BCMA processes the scan, and then displays screens related to the medication order.

Note: If the medication bar code is missing or unreadable, right click on the medication to select the Drug IEN Code command from the Right Click drop-down menu and to display the number. Enter this number manually into the Scan Medication Bar Code field on the VDL to start the validation process.

Keyboard Only Users: Press **TAB** to move to the Scan Medication Bar Code field, or Scanner Status Indicator field, at the bottom of the VDL.

Example: Scan Medication Bar Code Field with Drug IEN Code Entered

2 Continue with the medication administration process for the patient's active Unit Dose medications.

> ➢ If an Error message indicates that the Drug IEN Code was *not* found in the DRUG file (#50), click here.
> ➢ If an Error message indicates that the medication has already been given or it's *not* time to give it yet, click here.
> ➢ If an Error message indicates that no order exists for the medication that you just scanned, click here.

Administering a Patient's Unit Dose Medications

Administering a PRN Order

TIP:

If no administration times are listed in the Medication Log dialog box, the patient has *not* received any previous doses.

The Medication Log dialog box, provided below, displays when you administer a PRN medication to a patient. BCMA checks for an active order, and then displays the last four "actions" for the same orderable item (*not* the medication), the date/time of each action, the schedule type, the reasons that the selected PRN medication was administered to the patient, and the number of units given to the patient.

To Administer a PRN Order:

1   In the Select a Reason drop-down list box, select a site-defined reason that indicates why you are administering the PRN medication to the patient.
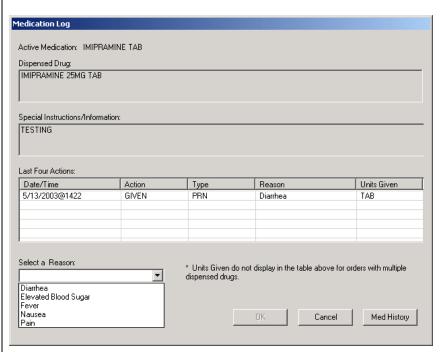
Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a Reason in the drop-down list box.

Example: Medication Log Dialog Box for PRN Administration

TIP:

The Med History button displays the Medication History Report for the orderable item listed in the dialog box.

Medication Log

Active Medication: IMIPRAMINE TAB

Dispensed Drug:

IMIPRAMINE 25MG TAB

Special Instructions/Information:

TESTING

Last Four Actions:

Date/Time	Action	Type	Reason	Units Given
5/13/2003@1422	GIVEN	PRN	Diarrhea	TAB

Select a Reason:

Diarrhea
Elevated Blood Sugar
Fever
Nausea
Pain

* Units Given do not display in the table above for orders with multiple dispensed drugs.

OK   Cancel   Med History

Administering a Patient's Unit Dose Medications

Administering a PRN Order (cont.)

_____

TIP:

The "G" disappears from the Status column after you refresh the VDL, or close the VDL after administering a PRN medication to the patient.

_____

To Administer a PRN Order: (cont.)

2 Click **OK** to accept your selection and return to the patient's VDL. BCMA processes the information, and then displays the letter "G" (for "Given") in the Status column to document that you administered the medication to the patient.

Keyboard Only Users: Press **TAB** to activate the OK button, and then press **ENTER** to continue.

3 Continue administering active Unit Dose medications to the patient.

Recording the Effectiveness of a PRN Medication

──────────────
TIP:

You can quickly access the PRN Effectiveness Log by highlighting a medication on the VDL, and then selecting the PRN Effectiveness command from the Right Click drop-down menu.
──────────────

After administering a PRN medication to a patient, you can record the effectiveness of the medication for the patient and view the related information on the PRN Effectiveness List Report.
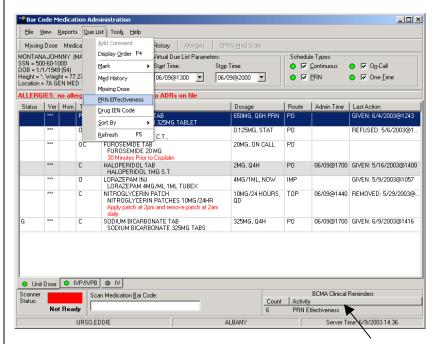
The PRN Effectiveness Log dialog box lists the orderable item, units given, administration date/time, reason the PRN medication was given, medication administrator, and the patient's location in the hospital.

To Record the Effectiveness of a PRN Medication:

1 Select (highlight) the PRN medication on the VDL for which you want to record Effectiveness comments.

2 Select the PRN Effectiveness command from the Due List menu. The PRN Effectiveness Log dialog box displays with the patient's medication information listed at the top of the box, under the Selected Administration section, and all PRN medication administrations displayed in the PRN List table.

Keyboard Only Users: Press **ALT+D** to display the Due List menu, and then press **P** to select the PRN Effectiveness command.

Example: Recording an Effectiveness for a PRN Medication Highlighted on the VDL

Double click on the PRN Effectiveness Activity to document ALL PRN medication orders needing effectiveness comments.

Administering a Patient's Unit Dose Medications

Recording the Effectivness of a PRN Medication (cont.)

TIP:

The Med History button displays the Medication History Report for the orderable item listed in the "Selected Administration" section of the dialog box.

TIP:

After you submit your comments *and* the VDL is refreshed, BCMA updates the count for the PRN Effectiveness Activity in the BCMA Clinical Reminders marquee.
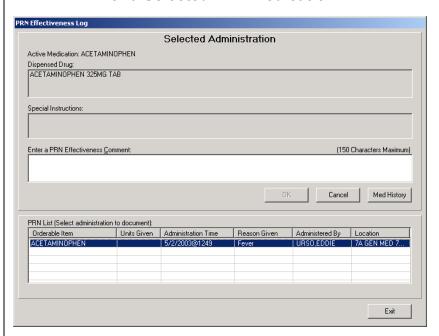

To Record the Effectiveness of a PRN Medication: (cont.)

3 Under the PRN List table, highlight the medication for which you want to enter an Effectiveness comment. Use the scroll bar, as needed, to view every PRN medication in the table. Once selected, the "Selected Administration" section of the dialog box populates with information about the administration.

Keyboard Only Users: Use the **ARROW** keys to locate and select (highlight) a PRN medication in the list box.

4 Under the PRN Effectiveness Comment section, enter the effectiveness of the medication given to the patient, a "Comment" (free text), up to 150 characters in length.

Example: Entering an Effectiveness Comment for a Selected PRN Medication

5 Click **OK** to file your comments for the orderable item highlighted. Continue documenting other PRN administrations starting with step #3, or proceed to step #6.

Keyboard Only Users: Press **TAB** to activate the OK button, and then press **ENTER** to continue.

6 Click **EXIT** to submit your comments and return to the patient's VDL. Your comments are available on the PRN Effectiveness List Report.